

**Water/Wastewater Commissioners’
Meeting Minutes
March 17, 2015**

Present: Michael Putnam, Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron
Absent: Dale A. White, Vice-Chairman

Call to Order

Chairman Putnam called the meeting to order at 6:00 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Chairman Putnam made the motion to approve the minutes of the March 3, 2015 meeting as presented. Commissioner Courage seconded the motion. All voted in favor.

Water/Sewer Abatement Request – 16 James Street – Director Boucher explained the need to update bookkeeping records for this 16 James Street, Nottingham Place Condo Association, water and sewer account due to faulty, over-registered readings having been obtained from the compound water meter, which has since been replaced. He explained that the mechanical issues necessitated internal financial adjustments concerning three invoices. Billing history records for this account were discussed. Following Mr. Putnam’s and Mr. Courage’s inquiries being addressed by Mr. Boucher, Chairman Putnam made the motion to abate \$19,775.71 in water and sewer charges as follows:

<u>Invoice #</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
155431	\$ 436.49	\$ 992.21	\$ 1,428.70
158853	\$5,424.56	\$12,330.83	\$17,755.39
162243	\$ 180.75	\$ 410.87	\$ <u>591.62</u>
			\$19,775.71 total

Commissioner Courage seconded the motion. All voted in favor.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Mr. Boucher stated for the record that the West Elm Street Water Main Extension warrant article “passed” as a result of the March 10, 2015 town vote. He said he had spoken with Mr. Jeff Kevan, T. F. Moran, who had notified the NHDES that this project will proceed and had forwarded another set of documents to the state. Mr. Kevan will be asked to prepare the project contract documents and specifications, including the Notice of Award, Payment Bond, etc., for the commissioners approval during a special meeting, to be scheduled as soon as mutually

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convenient. Representatives from Park Construction will be invited to attend the special meeting and discuss their project milestone timeline. Chairman Putnam, Commissioner Courage and Director Boucher agreed the goal is to get all necessary project documents signed during one group meeting and to get this project underway as soon as possible.

Milford/Wilton Inter-Municipal Agreement – Director Boucher apprised the commissioners of the most recent language updates and said the Wilton Sewer Commissioners will be invited to attend the March 31st meeting.

Prospect Tank Proposal – Stantec Consulting – Update – Director Boucher reported he is reviewing the updated contract document for Prospect Hill Water Storage Tank Removal from Mr. Rene LaBranche, Stantec Consulting, and has forwarded a copy to Laviolette Controls along with communication details. He explained the need to add/update some communication equipment. Mr. LaBranche has confirmed the plan is to remove the tank foundation two feet below grade and follow up with landscaping. Chairman Putnam and Commissioner Courage concurred this would be good. Plans were reviewed briefly; easements may not be needed. Chairman Putnam requested that abutters be notified of work to be scheduled. Director Boucher agreed.

Dram Cup Water Storage Tank Rehab Project - Update – Chairman Putnam signed the DN Tanks pay requisition request documents set forth by Mr. Boucher. Retainage will be held for one year. He apprised the commissioners of the variety of tank interior photographs in his possession. A follow-up inspection will occur in one year prior to the warranty expiration. This tank is back on-line.

Activities Report – Reviewed by the commissioners; Mr. Boucher will inquire further of the Collection System Foreman's discussion with a local developer regarding South Street water and sewer, and will forward the interceptor video inspection proposal planned for May 2015. He reported that a new route for busses leaving the Boys & Girls Club is being considered. Mr. Boucher reported that no issues were discovered during the recent inspection of the Water Utilities Department by the JLMC committee.

A non-public session was not held this evening.

Future Appointments/Meetings:

The next Commissioners' meeting will be Tuesday, March 31, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam moved to adjourn at 6:52 p.m. Commissioner Courage seconded.

Michael E. Putnam, Chairman

Date

Robert E. Courage, Commissioner

Date